

Travel Expense Worksheet

This worksheet is to be used to report all travel or travel-related expenses for which compensation is claimed.

- **"USDC Case No."** — Insert the case number of the case.
- **"USDC Case Name"** — Insert the name of the defendant.
- **"Date"** — Insert the date the expense was incurred in mm/dd/yr format.
- Select the appropriate classification for the expense incurred and enter *total* expense incurred in that category on the date in the corresponding box, *e.g.*, if three parking expenses of \$3.00 each were incurred on the same day, the total of \$9.00 is to be entered in the box corresponding to the date in the "Parking/Tolls/Public Transportation" column.

Total the expenses incurred in all categories for each day, the entire period by category, and all expenses for all categories and days, and enter the totals in the corresponding boxes.

Attach Receipts

With the exception of tolls, tips, and mileage calculations, receipts are required for ***all*** travel expenses as well as ***all*** subsistence expenses regardless of the amount.

Attach copies of all receipts, travel itineraries, schedules, and tickets. Reimbursement will be disallowed for expenses that are not itemized or for which insufficient documentation is provided. ***Credit card statements and billings are not acceptable.***

Attach All Explanatory Materials

For example:

- If the costs for meals and lodging exceeds the federal per diem rate, an explanation of the reasonableness and necessity for incurring the excess expenses is required; or
- If the costs of transportation exceeds the applicable government rate, an explanation of the reasonableness and necessity for incurring the additional expense is required.

Attach Court Authorizations

Attach copies of all funding orders.